

REQUIRED DOCUMENT CHECKLIST

— WEST VALLEY CITY —

DOWN PAYMENT ASSISTANCE GRANT PROGRAM

Please read the following information carefully: Applicants must provide the documentation listed below along with the completed program application. Incomplete applications will not be accepted. All household members 18 years and older must supply the information listed below. All information will be presented to the West Valley City Grant Committee for consideration. Please contact our office if further assistance is needed.

- Completed Program Application**
- Valid government issued photo I.D. (Applicant & Co-Applicant)**
- Verification of Loan Pre-Approval / Letter from lender (within last 30 days)**
- Income Analysis from lending institution [from Lender]**
- “Loan Estimate” form (formerly Loan Fee Worksheet) [from Lender]**
- Proof of income for the previous 60 days – ALL ADULT HOUSEHOLD MEMBERS MUST PROVIDE STATEMENTS FROM EVERY SOURCE OF INCOME (Such as: Wages, Commissions, Tips, Bonuses, Interest, Social Security (Annual Benefit Statement For Current Year), Self-Employment Income, Pension/Retirement, Unemployment, Workers Compensation, Child Support/Alimony, Adoption Credits, Etc****
- Copy of Checking & Savings Account Statements (last 2 months) - **APPLICANT & CO-APPLICANT MUST DISCLOSE AND PROVIDE STATEMENTS FOR EVERY CHECKING, SAVINGS, and/or RETIREMENT/BENEFIT ACCOUNT(S) THAT THEY POSSES, REGARDLESS OF CURRENT BALANCE****
- Last two years Federal Tax Returns (complete filing)**
- *Divorce decree (if applicable)**
- *Bankruptcy (if applicable)**

****NOTICE: APPLICANT(S) CERTIFY THAT ALL INFORMATION PROVIDED IS TRUE AND COMPLETE TO THE BEST OF THEIR KNOWLEDGE. INTENTIONAL MISREPRESENTATION REGARDING INFORMATION CONTAINED IN THE APPLICATION, INCLUDING ATTACHMENTS, WILL BE SUBJECT TO DISQUALIFICATION AND APPLICATION DENIAL.**

Applications must be completed and submitted by the applicant(s) directly. Our office will not release any information regarding an applicant(s) file to individuals other than the primary or co-applicant listed on the application (such as Lending Institutions, Real Estate Agents, Title Company Agents, etc.) This includes submission of application documents, any verbal or written communication regarding application progress/status, or program eligibility.

West Valley City Grants Division

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